

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of Human Resources
APPLICANT SELECTION CODES

- A. AVAILABILITY
 - 1. contacted but declined interview
 - 2. unable to contact
 - 3. withdrew from consideration
 - 4. accepted another offer of employment
 - 5. position offered but applicant declined
 - 6. failed to show for interview
- B. EXPERIENCE
 - 7. application review shows insufficient work history
 - 8. sufficient experience but less than the selected candidate
 - 9. interview indicated insufficient experience
 - 10. application review shows insufficient skill level
 - 11. applicant lacks current license or certification
 - 12. application review shows unstable work history
- C. EDUCATION
 - 13. sufficient education/training but less than recommended candidate
 - 14. lacks directly related education/training
 - 15. could perform duties only after extensive training
 - 16. BFOQ (ADA); cannot meet physical requirements
- D. INTERVIEW
 - 17. interview showed inconsistency with application information
 - 18. interview showed unacceptable communication skills
 - 19. interview showed lack of sufficient, directly related knowledge, skills, and abilities
 - 20. interview showed lack of understanding of the scope of the position's duties
 - 21. interview showed strong candidate, but not as strong as recommended applicant
- E. REFERENCE
 - 22. reference information indicates insufficient experience
 - 23. reference information indicates unrelated work history
 - 24. reference information indicates inadequate education
 - 25. reference information indicates inconsistency with application
 - 26. reference information shows good work record but not as strong as recommended applicant
 - 27. unable to check reference
 - 28. unfavorable reference information
- F. PRIORITY RE-EMPLOYMENT
 - 29. recommended RIF candidate
 - 30. recommended worker's compensation candidate
- G. SALARY RATE
 - 31. position funding insufficient to meet candidate's salary requirement
 - 32. candidate's salary requirement would create salary inequity(ies)
- H. SELECTION
 - 33. applicant recommended for position
 - 34. drug test positive
 - 35. criminal record check reveals criminal history

revised 4/8/02